



IFTA Processing Consortium

The IFTA Processing Consortium (IPC) was founded by the jurisdictions of California, Connecticut, Kentucky, Maryland, Michigan and New Hampshire for the purpose of maintaining compliance with the IFTA Articles of Agreement, Procedures Manual, and Audit Manual.

IPC jurisdictions achieve efficiencies, cost savings and compliance thru their collective expertise, collaboration, and a shared cost model.

The IPC IFTA system, powered and supported by Explore Information Services, LLC, combines optimized work-flows with web-based service delivery and electronic communications to drive IFTA process efficiencies.

- ◀ **Highly Configurable**
- ◀ **Personalized for each Jurisdiction**
- ◀ **Workflow-Driven with Dynamic Task Management**
- ◀ **Innovative Audit Workbench**
- ◀ **Shared Cost Model Drives Efficiency and Cost Savings**

The IPC system is a comprehensive IFTA solution. The system is **workflow-driven** and highly configurable at the jurisdiction level. Business functions are abstracted as workflows that can be managed in jurisdiction-specific workflows. It features **Dynamic Task Management**. Over 100 IFTA system tasks can be configured for each user type by state administrators in real-time.

Personalized for each member jurisdiction, the IPC system offers a comprehensive set of features for:

TAXPAYER MANAGEMENT

Flexible search tools are provided to locate accounts, licensing agencies, payments, invoices and credentials. A central account page is the starting point for initiating IFTA functions, and viewing history.

Extensive taxpayer attributes are maintained. Maintenance functions allow authorized state users to set preferences for Accounts, Contacts, Officers, Security, Restrictions, Related Accounts and Notes.

A variety of preferences/options that can be established at the IFTA account level. These include:

- **Certified Funds selection and through date.**
- **Legal Status.** This flags an account going thru bankruptcy and suppresses the delinquency process for IFTA returns.
- **Payment Plan(s) establishment.** Unique payment plans with amortization schedules can be generated for each account.
- **Contiguous Jurisdiction and MPG Rules override at the account level.**
- **Related Account(s) establishment.** Accounts can be associated with other account(s) when they share a common identifier such as officer name or officer driver's license number.

Note Management enables state users to attach comments to attach comments to Accounts. Notes are maintained at the Account and Audit levels.

The system maintains table-driven, jurisdiction-defined **Restrictions** that are triggered by business rules.

IFTA PROCESS MANAGEMENT

The IPC system supports IFTA license applications, renewal processing, decal orders, and permits. Taxpayers have the option of receiving email notifications when quarterly filings are due and can simply login into the system and e-file. Return Forms are also dynamically generated as PDF files for each Account.

E-filing is simple and intuitive. High and low MPG thresholds can be established. The system provides non-contiguous jurisdiction checks to prevent the user from further processing if connecting jurisdictions are missing.

Users can also upload IFTA returns via XML/CSV file. The upload file can contain multiple accounts, quarters, fuel types, and jurisdictions.

The IPC system provides multiple configuration options for applying late filing/payment interest and penalties on returns.

IFTA RETURN / LICENSE RENEWAL SCANNING AND UPLOAD

The IPC system offers a **Scanning Solution** to support instances where jurisdictions send License Renewal Forms and Tax Returns to their taxpayers, who in turn, complete the paper forms and send to the state for processing. Once the forms are scanned by the state, an IPC utility uploads the files to the IPC system, where the forms and transactions are processed.

FINANCIAL PROCESSING

The IPC **Financial Module** manages payments, batches, account credits, and fund balances. Payment Processing allows taxpayers to make payments on-line and staff to post payments received over the counter or by mail. Multiple invoices can be paid at once, with a single payment. Explore will provide a custom interface to the jurisdiction's payment portal.

The IPC system is configured to support jurisdiction-specific finance rules, such as:

- Paying at the Account or Invoice-level.
- Pay in Order rules for applying tax, interest and penalties.

Invoices can be set to an uncollectable status if jurisdictions cannot collect the full amount due. The system retracts the pro-rated remaining amount back from clearinghouse funds that had been previously transmitted.

CREDENTIALS ADMINISTRATION

The IPC system dynamically generates IFTA forms and credentials as .PDF files. All credentials have control numbers. Temporary Decal Permits can also be created.

AUDIT

The IPC system manages the IFTA audit process and generates all of the necessary reports for IFTA compliance.

In conjunction with ProMiles Software Development, Inc., The IPC system offers an integrated **Audit Workbench**. The Audit Workbench provides auditors comprehensive tools to perform desk and field audits. The Workbench features a web-based architecture with download-able Excel templates to enter taxpayer records when the auditor is

off-line. The system provides turn-by-turn trip routing, GPS data upload, and bulk fuel reconciliation. Fully integrated with the IPC system, auditors can:

- Enter trip records and fuel purchases for the sample periods.
- Map routes of travel.
- Match fuel purchases to trips.
- Resolve gap miles.
- Calculate error rates and projections.
- Upload findings to the IPC system to complete the audit process.

ADMINISTRATION / CONFIGURATION MANAGEMENT

The IPC system uses role-based security to control access to all aspects of the system. Security is configured for jurisdiction-specific user roles and requirements. To manage users, System administrators may disable users and reclassify roles, and re-set user passwords.

The majority of IFTA functions within the IPC system are made available to users as security tasks. The user is granted security of a task if that task is within the role in which the user is assigned. State Administrators can assign or remove privileges to a role without Explore intervention.

INVENTORY MANAGEMENT

The IPC **Inventory Subsystem** manages inventory status and tracks IFTA decals. The system will automatically assign inventory from the location specified by the user or allow manual assignment. Multiple office locations and locations within offices are supported. Inventory locations can be added and de-activated without Explore intervention.

COMMUNICATIONS / CORRESPONDENCE MANAGEMENT

The **Communications Subsystem** manages system generated correspondence and batch job output.

The IPC system includes a utility for administrators to maintain user-defined text on forms, web pages and system generated e-mail messages. There is also a utility to maintain state office address information and tool to map office address information to forms, credentials and correspondence.

REPORTING

The IPC system provides an extensive array of standard reports. Reports are available by date range and typically include filters such as user role and office. Output consists of HTML, .PDF, or Microsoft® Excel®, depending on intended use.

An Ad-hoc reporting tool provides access to Explore-produced nonstandard reports. The system also includes **Easy Query**, a true ad-hoc tool for users to create, save, share, search and export customized reports, without Explore intervention.

INTERFACES

The IPC system generates the monthly IFTA transmittal file and monthly IFTA decal file for upload to the IFTA Clearinghouse. This includes an automated process that sends the IFTA demographics file and IFTA Decals file to the IFTA Clearinghouse on a daily basis. No user intervention is required. Transmittal data is automatically sent to the IFTA Clearinghouse.

Explore provides a custom interface to the jurisdiction's E-payment provider, financial systems and other legacy systems as required.

PRISM/CVISN COMPLIANCE

The IPC system includes the necessary interfaces and functionality for CVISN/PRISM compliance, including:

- USDOT/TIN Validations
- Baseline snapshots sent to CVIEW systems. The system is configured to support Iteris CVIEW Plus systems.
- Daily generated SAFER compliant T0019 transactions.

COMMON API's

The IPC system provides optional, common web services for IPC jurisdiction members who choose to process Accounts, original IFTA licenses, license renewals or order additional IFTA decals through their legacy systems.

DATA SECURITY

The IPC system provides encryption for data in motion and at rest, and is hosted at a Tier III data center in Eden Prairie, MN.

Inquiries about the IPC can be directed to:

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